

## Larc FY 2007 Closeout/FY 2008 Startup EMERGENCY PURCHASE REQUISTION JUSTIFICATION FORM



## MISSION ESSENTIAL STATEMENT OF JUSTIFICATION FOR EMERGENCY PURCHASE REQUESTS DURING THE IEMP CORE FINANCIAL (CF) SHUTDOWN PERIOD

1.	Does another PR exist in SAP for this action? [ ] Yes or [ ] No				
2.	Does an award have to be made between October 1, 2007 and October 15, 2007? [ ] Yes or [ ] No				
Notes:					
If the response to 1. is Yes, the emergency PR must be required in order to provide additional funds in order to make an award between Oct 1 – Oct 10, 2007.					
If the response to 2. is No, do not proceed with this action for the request will not be approved.					
3.	Is this an incremental funding action? [ ] Yes or [ ] No.				
4.	This document supports a Mission Critical need for the acquisition of goods and/or services during the IEMP CF Shutdown Period in support of <i>(Insert LaRC Organization name here)</i>				
5.	The nature and/or description of the action being approved: ( <i>Provide a brief summary of the action and the procurement need</i> )				
6.	Description of the supplies or services required, include an estimated value:				
7.	Description of the efforts made to ensure that the action supports a critical mission need during the shutdown period.				
Title of Mission Critical Procurement Need:					
Teo	chnical Officer: I certify that the supporting data presented in this justification are accurate and complete.	, , , ,			
	(Typed Name) (Typed Title) (Date)				



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	(Typed Name) (Typed Title) Organizational Unit Manager	(Date)
CONCURRENCE:	(Typed Name), Procurement Branch Head	(Date)
APPROVED:	(Typed Name), Procurement Officer	(Date)